



CAREER OPPORTUNITY

COURTROOM DEPUTY CLERK CLERK'S OFFICE PORTLAND DIVISION OFFICE

◆ THE POSITION

The Clerk's Office of the United States District Court for Oregon is now accepting applications for the position of **Courtroom Deputy Clerk** in the Portland Division. As a member of a case management team, the Courtroom Deputy functions in an administrative capacity, manages the judge's caseload, and provides courtroom assistance.

The Courtroom Deputy attends court sessions and assists with the orderly flow of proceedings and the operation of the court's digital evidence presentation (DEPS) system; takes notes of proceedings and rulings, prepares notices and drafts judgments for the judge's approval. The incumbent manages the judge's caseload by calendaring and regulating case movement; monitoring the filing of pertinent documents and timely responses to judicial orders; and setting dates and times for hearings, trials and conferences. The Courtroom Deputy also keeps the judge and immediate staff informed of case progress. Other responsibilities include receiving and filing incoming documents; collecting appropriate filing fees; assigning case numbers; and randomly assigning cases to the appropriate judicial officer. Additionally, the Courtroom Deputy makes summary entries of documents and proceedings on the court's electronic case management system and ensures all automated entries are appropriately linked for proper case management.

Equally important, the Courtroom Deputy acts as liaison with the bar, staffs of other governmental agencies and the judge to ensure that cases proceed smoothly and efficiently. The Courtroom Deputy serves as a primary source of information regarding court proceedings and schedules and conducts training sessions for counsel and litigants in the use of the courtroom technology.

◆ QUALIFICATIONS

Minimum Qualifications: To be eligible for appointment at the entrance level, a candidate must possess a minimum of 5 years of progressively responsible clerical or administrative experience including at least 1 year of experience equivalent to work at CL 25 level. Qualifying experience demonstrates:

- ▶ The regular and recurring application of clerical procedures involving the routine use of keyboard skills;
- ▶ The routine use of specialized terminology and the ability to apply a body of rules, regulations, directives or laws; and
- ▶ Expertise with current computer software and skill in its use to enhance the overall effectiveness and productivity.

Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

Candidates must also demonstrate:

- ▶ Experience in dealing with routine and complex assignments and a demonstrated ability to think through, analyze, and interpret written communications, together with skill in prioritizing tasks and work assignments;
- ▶ Superior oral and written communications skills;
- ▶ Strong interpersonal skills;
- ▶ A professional demeanor and appearance appropriate for a law or professional office environment; and
- ▶ A consistent attendance record.

Previous experience which involved both civil and criminal federal court work, together with CM/ECF electronic case filing used in federal courts is highly desirable.

◆ SALARY RANGE

This position has been designated as a career ladder position. The entrance level is CL 26 (\$39,385 - \$64,058 per annum) depending upon the qualifications and experience of the successful candidate, with possible promotional opportunity to CL 27 (\$43,289 - \$70,353).

◆ HOW TO APPLY

Qualified candidates are invited to submit a letter of interest, together with a chronological resume including educational, employment, and salary history. Include three references who may be contacted by the court. The Clerk of Court may also conduct a background investigation prior to the selection of the successful candidate. Participation in the interview process will be at the candidate's own expense. Timely applications will be received no later than 4:30 PM on Wednesday, September 6, 2006, at the address below:

COURTROOM DEPUTY CLERK POSITION

Office of the Clerk
Human Resources Division
United States District Court of Oregon
740 United States Courthouse
1000 SW Third Avenue
Portland, Oregon 97204

The court provides reasonable accommodation to applicants with disabilities where appropriate. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Division of the Clerk's Office at 503.326.8165. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Conditions of Employment

- The Courtroom Deputy Clerk position is a *High-Sensitive position* within the federal judiciary. Employment will be considered provisional pending the successful completion of an FBI fingerprint background search.
- Employees of the United States Courts serve under "Excepted Appointments" and are considered "at will" employees. As such, employment can be terminated at any time. Furthermore, Federal Civil Service classifications do not apply.
- Duty station assignments are the sole discretion of the Clerk of Court.
- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (i.e., Direct Deposit).
- Pursuant to the Immigration Reform Act of 1986, federal government employees must be citizens of the United States or citizens of countries with whom the United States has treaty relations, as defined by the United States Department of State. Appointment is contingent upon providing proof of being legally eligible to work in and for the United States.
- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which actions may occur without prior written or other notice.
- All information is subject to verification and background investigation.
- If selected for first-time appointment to a position in the District of Oregon, you may be required to complete a probationary period of employment. Failure to successfully complete the probationary period may result in termination of employment.

***The United States District Court of Oregon
is an Equal Opportunity Employer***